



**MINISTRY OF EDUCATION
STATE DEPARTMENT OF VOCATIONAL & TECHNICAL TRAINING
NAVAKHOLO TECHNICAL & VOCATIONAL COLLEGE**
Competence in skills for employment



P. O. Box 766 – 50100 Kakamega (KENYA), Cell phone: 0741596247, Email:navakholotvc@gmail.com

**REGISTRATION AND UPDATING OF SUPPLIERS FOR
GOODS, SERVICES AND WORKS FOR FINANCIAL YEAR
2026/2027**

COMPANY NAME:

CATEGORY NO:

CATEGORY DESCRIPTION:

IF IN RESERVED GROUPS PLEASE INDICATE BELOW: (tick)

WOMEN

YOUTH

PERSONS WITH DISABILITY (PWD)

TO: NAVAKHOLO TECHNICAL & VOCATIONAL COLLEGE

Cell phone: 0741596247,

Email: navakholotvc@gmail.com

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TENDER NOTICE

TENDER REGISTRATION FOR THE SUPPLIERS FOR THE FINANCIAL YEARS 2026/2027

Navakholo Technical and vocational college invites sealed applications from interested, competent and eligible firms for the supply and delivery of goods, provision of services and works as listed below:

SUPPLY AND DELIVERY OF GOODS (CATEGORY A)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
1.	NTVC/P/01/2026/2027	Supply & delivery of stationery and related items	Youth & Women
2.	NTVC/P/02/2026/2027	Supply & delivery of hardware/ building and construction materials plumbing materials, welding and fabrication and equipment's	Open
3.	NTVC/P/03/2026/2027	Supply & delivery of staff uniforms, students games uniforms sportswear and related items	Open
4.	NTVC/P/04/2026/2027	Supply & delivery of fashion and design equipment and garment making and allied items	Open
5.	NTVC/P/05/2026/2027	Supply & delivery beauty therapy and hair dressing equipment and allied items	Open
6.	NTVC/P/06/2026/2027	Supply & delivery of electrical and electronics appliances.	Open
7.	NTVC/P/07/2026/2027	Supply & delivery of automotive tools, equipment and training materials	Open
8.	NTVC/P/08/2026/2027	Supply & delivery of tonners, photocopier ink and cartridges	Open



S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
9.	NTVC/P/09/2026/2027	Supply & delivery of computers, printers, photocopiers, and ICT accessories.	Open
10.	NTVC/P/10/2026/2027	Supply & delivery of carpentry tools and equipment related items.	Open
11.	NTVC/P/11/2026/2027	Supply & delivery of foodstuff.	Open
12.	NTVC/P/12/2026/2027	Supply & delivery of Agriculture tools, equipment, farm inputs, animal feeds & Livestock's	Open

PROVISION OF WORKS AND SERVICES (CATEGORY B)

S/NO	TENDER NO.	ITEM DESCRIPTION	ELIGIBILITY
13.	NTVC/P/13/2026/2027	Provision of General cleaning materials, toiletries and allied items / services	pwd
14.	NTVC/P/14/2026/2027	Provision of General insurance services	Open
15.	NTVC/P/15/2026/2027	Provision of services and maintenance of fire extinguishers	Open
16.	NTVC/P/16/2026/2027	Provision of repair services and maintenance of ICT equipment's i.e. photocopiers, printers, computers internet & networking etc	Open
17.	NTVC/P/17/2026/2027	provision of minor repairs, renovations, paintings, sign writing and labeling services	Youth & Women
18.	NTVC/P/18/2026/2027	Provision of CCTV cameras and installation services	Open
19.	NTVC/P/19/2026/2027	Provision of repair and maintenance services of workshop tools and equipment	Open
20.	NTVC/P/20/2026/2027	Provision of security services	Open
21.	NTVC/P/21/2026/2027	Provision of welding and fabrication and equipment/furniture repair and maintenance	Youth & Women/ Pwd
22.	NTVC/P/22/2026/2027	Provision of printing services (CBET-Mentoring tools) among others	Open
23.	NTVC/P/23/2026/2027	Provision of Consultancy services	Open

24.	NTVC/P/24/2026/2027	Provision of advertisement Services, i.e. print media, Radio and TV	Open
25.	NTVC/P/25/2026/2027	Provision of building services NCA certificate required	Open

Interested and eligible candidates may obtain the tender forms from Navakholo Technical and vocational college website www.navakholotvc.ac.ke or the government tender portal (PIIP).

NOTE: interested bidders **MUST** attach documentary evidence of the following:

1. Certificate of registration /incorporation
2. Current copy of VAT and PIN certificate from KRA
3. Current single business permit
4. KRA Tax compliance certificate
5. Company/_business profile
6. Candidates applying for insurance service tender must attach current certificate from insurance regulatory authority (IRA)
7. Recommendation letters from at least three (2) clients
8. Copy of AGPO Certificate for special groups.(Youth, women and PWD)

Complete set of tender document may be obtained by interested candidate from the Navakholo Technical and Vocational college website www.navakholotvc.ac.ke or visit the Procurement office during normal working hours.

Complete tender/pre-qualification documents are to be enclosed in plain sealed envelope clearly marked with tender reference number and category but no indication of the applicant should be deposited in the tender box at the administration block addressed to:

THE PRINCIPAL/SECRETARY BOG

NAVAKHOLO TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX766-50100

KAKAMEGA

So as to be received on or before **12TH JUNE 2026 at 10:30AM. And opened immediately in the presence of available bidders.**

NOTE: Firms registered under with the national treasury under access to Government Procurement opportunities are encouraged to apply.

NAVAKHOLO TECHNICAL AND VOCATIONAL COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON GENDER, AGE AND PERSONS LIVING WITH DISABILITY. Those wishing to register in more than one category will be required to acquire documents for each category



NOTE:

- i. Submission of the names shall be continuous and the registration list shall be updated periodically as prescribed in the regulations and the Public Procurement and Asset Disposal ACT 2015.
- ii. Reserved is open to youth, women and persons with disability only.
- iii. In the open category; Youth, women and persons with disability are eligible to participate.
- iv. Tenderer/bidders must serialize/number all the pages and copies of documents attached and indicate the documents submitted on their own attached table of contents.
- v. All attachments shall be from the last page of this document, starting with the renderer table of contents and all paged.



SECTION II –INSTRUCTION TO APPLICANTS

2.1 Introduction

Navakholo TVC referred to as the procuring entity intends to register suppliers for the mentioned goods, services and small works.

- 2.1.2 Registration is open to eligible firms and voluntary formed ventures as indicated in appendix instruction to applicants. Suppliers registered with Registrar of companies under the laws of Kenya in respective services are invited to submit their registration documents to the Principal Navakholo TVC so that they may be registered for submission of a quotation/tender for the provision of goods, works and services.
- 2.1.3 Prospective suppliers and contractors must have carried out successful delivery of similar services to Government/ corporate/institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the registration criteria.

2.2 Submission of application

- 2.2.1 Applications for registration shall be submitted in a plain sealed envelope marked with the category name and reference number or be addressed and posted by registered mail to.

THE PRINCIPAL/SECRETARY BOG

NAVAKHOLO TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX766-50100

KAKAMEGA

So as to be received on or before **30th MAY 2025**. Late applicants will be returned unopened.

- 2.2.2 All tenders to be filled in **ENGLISH**.
- 2.3 Eligibility of applicants
- 2.3.1 This invitation for the registration is open to all candidates who are eligible as defined in the Kenya Public Procurement Law and Regulations.
- 2.3.2 The Navakholo TVC I employees, committee members, board members and their **relatives' (spouse and children) are not eligible to participate**.
- 2.3.3 Any public owned sector or Company may be eligible to qualify if in addition to meeting all the above requirements, it is not a dependant agency of another public entity.



2.4 Qualification Criteria

2.4.1 The attached questionnaire forms described are to be completed by respective suppliers/contractors who wish to be registered as suppliers.

2.4.2 The registration application forms if not filled out completely and submitted in the prescribed manners will not be considered.

All the documents that form part of the proposal must be written in English.

2.4.3 **General experience:** The applicant shall meet the following minimum criteria:

2.4.4 **The audited accounts: The supplier's financial condition will be determined by the last two years** audited financial statement submitted with the application documents as well as letters of reference from previous performances. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Potential bidders shall provide evidence to execute the contract.

2.4.5 **Litigation history:** the applicant should provide accurate information about litigation or arbitration resulting from contracts completed or uncompleted under its execution.

2.4.6 **Past Performance:** will be given due to consideration in registration of suppliers. Letters of reference from past customers should be included.

2.4.7 **Statement:** application must include a sworn statement by the tenderer ensuring the accuracy of the information given.

2.4.8 **Business premises:** The firm must have a fixed Business premises and must be registered in Kenya with certificate of Registration, Incorporation/Memorandum and articles of Association. Copies must be attached.

2.4.9 The firm must show proof that it has paid all its statutory obligations and have a Valid Tax Compliance or exemption Certificate.

2.4.10 Youth, Women and people with disability registered with the Treasury under Access to Government Procurement Opportunities must submit a copy of the AGPO registration certificate for the respective category.



SECTION III: APPLICATION FORMS.

Form I LETTER OF REGISTRATION

REGISTRATION CATEGORY REF NO:

CATEGORY DESCRIPTION.....

To:

THE PRINCIPAL/SECRETARY BOG

NAVAKHOLO TECHNICAL AND VOCATIONAL COLLEGE

P.O BOX766-50100

KAKAMEGA

Dear Sir:

1. **Having examined the application documents including Addenda No/s**of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver goods, works or services to Navakholo TVC and as may otherwise be directed(**Category Number and name**)..... and in conformity with the said application documents all or part of the items/supply/services/works in this category or such other items that may be required and are within our capability to supply.
2. We undertake if our application is acceptable to deliver goods/services in accordance with the delivery schedule of requirement or official order signed by authorized officer/s of the Institute.
3. We agree to abide by this application for the period of processing the applications and prepared and executed, this application together with acceptance thereof shall constitute a binding agreement between us.
4. We understand
 - a. That this is not a tender or quotation but an application for consideration to be Registered as Navakholo TVC Supplier for the period between **1st July 2026** and **30th June 2027**.
 - b. That you are not bound to accept this application or any other that you may receive.
5. We have attached to this application copies of original documents of:
 - a) Registration/ incorporation certificate
 - b) PIN Certificate
 - c) VAT Certificate
 - d) Valid tax compliance certificate
 - e) Audited account for the last two (2) financial years OR
 - f) Bank statement of the last six (6) months (special groups)



We make this application with full understanding that:

- i. Bids by registered applications will be subject to verification of all information submitted.
- ii. Navakholo TVC reserves the right to accept or reject any application, cancel the registration process and reject all applications.
- iii. Request for quotations and bids will only be called from registered bidders who meet the requirements.

The undersigned declare that the statements made and information provided in the duly completed application are complete made, true and correct in every detail.

Sign and stamp

Witnessed by

Designation

Date



Form II – CONFIDENTIAL BUSINESS QUESTIONNAIRE

S/no	Name of The Firm:
1.	Postal Address
2.	Office Telephone No: Mobile No:
3.	Email Address: Website :
4.	Physical Address. Location Street/Plot Number and Building
5.	Legal Status(Partnership/Sole/Company)
6.	Company Registration No/Registration of Business/Legal Notice (Fill and attach Copy) Year of Registration/Incorporation:
7.	VAT Registration No: (Fill and Attach Copy)
8.	PIN Certificate No: (Fill and Attach Copy)
9.	Current Tax Compliance Certificate/VAT Exemption Certificate (Attach Copy)
10.	Current Trade License (Fill and attach Copy)
11.	Nature of Business
12.	AGPO Certificate No:
13.	Your Credit Terms: (Credit Period)
14.	Maximum Value of Business You Can Handle at a Time Kshs.

Company profile (attach copies)

A. Nature of the company (sole proprietorship, partnership or registered Company)

Name of Directors/Partners/Owners

1. NameNationalityID/Passport No.....
2. NameNationalityID/Passport No.....
3. NameNationalityID/Passport No.....
4. NameNationalityID/Passport No.....

B. Contact persons:

1. NameNationalityID/Passport No.....
2. NameNationalityID/Passport No.....
3. NameNationalityID/Passport No.....



Form III

CAPABILITY AND COMPETENCE TO DELIVER GOODS, SERVICES AND SMALL WORKS

1. Products/services you want to be considered to supply.....
2. Number of staff
3. Are you a manufacture/wholesaler/retailer or distributor.....
4. What is your average response time to request for quotation/proposal?
.....
5. What is your average response time delivery of goods/service after issuance of a purchase order/s.....
6. Have you at any time been requested for the supply of goods and services and failed to return the quotation without assigning reason for your action?
.....
.....
7. If you are a current or previous supplier of goods and services to Navakholo TVC have you at one time been issued with a purchase order and failed to supply goods within the agreed time or supplied inferior goods not within the specifications?
.....
.....
.....
8. Indicate the maximum amount of business with (in financial terms) your company can handle at any time Kshs.....



Form IV – SUPERVISORY PERSONNEL

It shall include specific positions essential to contract implementation. The applicants shall provide the names of the personnel qualified to meet the specific requirement stated for each position.

Provide a list of your key personnel and particulars:

Name	Age	Gender	Position/Job Title	Academic Qualification	Professional Qualification

{ Attach copies of certificate/CVs of key personnel in the organization }



Form V: EXPERIENCE

I. Number of years the company has been in operation.....

Referees:

Applicant's two reputable clients in the last 3 years (filled, signed and rubber stamped by the clients)

- 1. Name of company.....
Postal address.....
Contact person.....
Signature
Company rubber stamp

- 2. Name of company.....
Postal address.....
Contact person.....
Signature
Company rubber stamp

Applicants must attach proof of experience relevant to the category they choose to apply.

They may attach any of the following documents:

- i. Copies of LPOs
- ii. Letter of award
- iii. Completion certificates
- iv. Signed contract



Form VI – FINANCIAL CAPABILITY

Name of applicants.....

You are required to demonstrate that the company's financial positions is healthy enough to enable you transact business with Navakholo TVC by showing it has the access to or has available liquid assets, unencumbered real assets; lines of credit and other financial means sufficient to meet the supply cash flow for a period of twelve months (provide audited accounts or banks statements for the last six months)

- 1) **Attach a copy of firm's two audited accounts/certified financial statements** giving summary of assets and current liabilities/ or any other financial support.
- 2) Credit period: please indicate the credit period you are willing to offer
- 3) Navakholo TVC
- 4) Annual turnover: what is your annual turnover?
- 5) Banker Name of the bank

Address of the Banker.....

Telephone No.....

Contact Name and Title.....

Email Address.....



PROCLAMATION /SWORN STATEMENT/ DECLARATION (To Be Certified By Commissioner of Oaths)

I/We the undersigned, state that ALL the information we have given provided in this document is correct/ accurate to the best of our knowledge and that I/We give Navakholo TVC authority to seek any reference it may deem vital carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in ay procurement proceeding.

Name of applicant.....Designation.....Signature.....

Witnessed by.....Designation.....Signature.....

Official rubber stamp

State if you have any relationship Navakholo TVC employee (which relationship)

.....
.....

Information submitted by.....

Title

Signature

Stamp



DETAILS OF LITIGATIONS OR ARBITRATION PROCEEDINGS IN WHICH THE TENDERER IS INVOLVED AS ONE OF THE PARTIES (certified by commissioner of oaths)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____



SECTION V – EVALUATION CRITERIA (PRELIMINARY STAGE)

Evaluation criteria for AGPO (Registered Special Groups for Women, Youth and people with disability)

S/No	MANDATORY REQUIREMENT
1.	Valid certificate of incorporation/Business Registration
2.	VAT/PIN Certificate for Organization
3.	Certificate of registration of Youth Women and people with disability(PWD) owned business enterprises(AGPO Certificate)
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

All these documents must be submitted for the company or organization to be registered as a supplier.

Evaluation criteria for open groups

Mandatory requirements

S/No	MANDATORY REQUIREMENT
1.	Company Registration Certificate (Registration Certificate/ Certificate of Incorporation)
2.	VAT/PIN Certificate for Organization
3.	Valid trading License/Permit
4.	Current /Valid Tax Compliance Certificate
5.	Dully filled confidential business questionnaire with disclosure of directors/ partners/sole proprietors

The suppliers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.



Technical evaluation

S/No	REQUIREMENTS	POINTS
1	Copies of audited accounts for the last 2 years Copies attached10 Copies not attached0	10
2	Reference letters from 2 main Clients Attached10 Copies not attached0	10
3	Credit period to be extended to Navakholo TVC 30 Days.....5 60 Days.....10 90 Days15	25
4	Proclamation /sworn statement. Fully filled, signed and rubber stamped.....10 Not filled.....0	10
5	Supply capacity: Maximum volume of business one can handle on one order above 1. 1,000,00010 2. 500,000.....5 3. Not provided0	15
6	Relevant experience at least 2. Copy of similar works/Service Provide10 Not provided0	10
7	Attached documents arranged in the prescribed format Following the sequence of tender document.....10 Proper pagination5 Signing and stamping where required.....5	20
	TOTAL POINTS	100

NOTE: Applicants must attain 70% points to qualify for any subsequent evaluation for special groups (youth, women and pwd) applicants must attain 30+ points to proceed to the next stage of evaluation.

The evaluation team may verify the information given by the tenderer and may visit the premises of the applicants for more proof as part of evaluation process.

OFFICIAL STAMP AND SIGNATURE OF THE TENDERER



PRESCRIBED FORMAT OF ATTACHED DOCUMENT

1. Registration certificate of company or Company Certificate of incorporation
2. VAT/PIN Registration Certificate
3. Business Permit with relevant County Government
4. Tax compliance certificate
5. Confidential Business Questionnaire
6. Annual audited financial reports for the last three (2) years certified by the Commissioner of Oaths.
7. Reference letters from at least three (2) Clients
8. Financial capability form
9. Proclamation /Sworn Statement
10. Litigation History signed by the Commissioner of Oaths
11. Capability and Competence to Deliver Goods, Services and Small Works form
12. Evidence of financial resources (cash in hand, lines of credit, overdraft etc)
13. Name, Address and Telephone of Contractor's Banks



FOR SECURITY SERVICES NTVC/ P/17/ 2025/2026 NOTE THAT:

1. The security firm will avail the institution with salary structures of the guards
 2. Ensure strict adherence to Navakholo Technical Rules and Regulations
 3. The head of supervisory team will coordinate and place the security team in order
- The tender is for financial year 2026 June 1st to 2027 June 9th

SNO.	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	DISCOUNT	TOTAL MONTHLY COST	TOTAL ANNUAL COST
01.	Night guard	2	Guard per month				
02	Day guard	2	Guard per month				